



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 13-90**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Material Management Journeyman	AFSC: 2S0X1	OPEN DATE: 11 JUNE 2013	CLOSE DATE: 26 JUNE 2013
UNIT OF ACTIVITY/DUTY LOCATION: 176th Logistics Readiness Squadron, Joint Base Elmendorf- Richardson, Alaska		GRADE REQUIREMENT: Minimum: E3 Maximum: E5	
SELECTING SUPERVISOR: MSgt Amodemo	VACANCY: 0271891	PHYSICAL PROFILE: PULHES – 333333	

AREAS OF CONSIDERATION

- Area 1 On Board AKANG AGR (**ANY AFSC**)
Area 2 Alaska Air and Army National Guard members (**MUST HOLD ADVERTISED AFSC**)
Area 3 Nationwide (All military members eligible for membership in to the AKANG) (**MUST HOLD ADVERTISED AFSC**)
All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Direct materiel management activities involved in developing, operating, implementing and analyzing manual and automated integrated logistics systems
- Manage item and monetary accounting, inventory control, financial planning and warehousing functions
- Monitor and operate the Standard Base Supply System (SBSS) and associated logistics systems interfaces
- Manage materiel management activities and systems involved in requirements determination, inventory control, and receipt, storage and issues of supplies and equipment
- Compute requirement, determines allowance, and researches and identifies materiel requirement
- Perform operations involved in storage inspection, identification and receipt of property
- Perform inventories and ensures timely correction of discrepancies
- Inspect and evaluates inventory management activities
- Inspect and identify property. Determine condition of property received. Performs shelf-life inspections of stock
- Control issue of classified, sensitive, pilferable and controlled items
- Coordinate with maintenance activities on repairable component actions
- Control and issues bench stock property. Obtain material required for equipment modification, periodic component exchange and bills of material in support of maintenance. Accounts for all items contained in mobility readiness spares packages
- Provide materiel management expertise to combat support, enabler organizations and responsible officers for the proper accounting and control of specified classes of supply. Review and validates requirements. Initiate follow-up actions on materiel requirements
- Coordinate equipment transfer and deployment actions with the accountable officer
- Plan and schedule materiel storage and distribution activities
- Process information retrievals using supply system databases. Manage materiel management related systems and hardware
- Perform operator maintenance on materiel management related systems and hardware
- Apply system security policy and procedures to prevent unauthorized changes to information. Distribute supply computer products
- Act as a subject matter expert to the commander on the operation of materiel management systems and operations
- Monitor Defense Data Network traffic through use of the Supply Interface System
- Ensure database integrity and makes necessary corrections
- Control and operate the Remote Processing Station (RPS) and remote terminal hardware under the Standard Base Supply System
- Monitor systems processing and corrects processing errors. Monitor supply Defense Data Network traffic through use of the Supply Interface System and takes corrective action
- Maintain liaison with the Standard Systems Group, MAJCOMs and the servicing Defense Megacenters, to identify and correct problems
- Develop database retrieval scripts for materiel management support analyses
- Operate motor vehicles and assorted material handling equipment
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- APTITUDE REQUIREMENT – ADMINISTRATIVE – 41 **OR** GENERAL - 44
- SECURITY CLEARANCE – **Secret** (eligible to obtain)
- STRENGTH APTITUDE - Demonstrated by weight lift of 60 LBS

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of basic mathematics, supply policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures, and deployment or contingency operations
- Experience supervising storage facilities, analyzing trends in stockage policy and customer support, and operating contingency processing functions

See page 2 for Preferred Qualifications and All Required Documents for Considerations

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800**. Complete applications must be received in HRO office **no later than 1600 or postmarked on or before the closing date**. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration**. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-10 are required by the Human Resource Office to determine initial qualifications.** If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position (Available on <http://dmva.alaska.gov/employment.htm>))
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 30 days)
5. CURRENT AGR/Mobility/ADSW Orders (If applicable)
6. Last 3 Enlisted Performance Evaluations (If applicable)
7. Cover Letter & Resume
8. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
9. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
10. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC) (Available on <http://dmva.alaska.gov/employment.htm>)
11. Letters of Recommendation will be accepted

****SUBMIT NO STAPLES/NO BINDINGS****

QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

MAIL APPLICATIONS TO:

Alaska National Guard, Human Resources Office, HRO
Building 49000 Room D-209, Post Office Box 5800
Joint Base Elmendorf Richardson, AK 99505-5800

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.